

**Wasatch North Regional Council Meeting Minutes
Clearfield Job Corps Center
20 West 1700 South (Antelope Drive) Clearfield
Wednesday, January 8, 2003**

Attendees:

Kathleen Alder (Chair)	Computer Software Solutions
Sally Ball	Utah Public Employees Association
Larry Brice	Ogden Weber Applied Technology College
Pamela Clark	Family Support Center of Ogden
Scott DeNaughel	Smiths Food & Drug Centers, Inc.
Paul Evans	South Davis Community Hospital
Joree Felker	Herm Hughes
Ann Gleave	Right Management Consultants
Colleen Gudreau	Hill Air Force Base
Mechel Hadley	Morgan County Council
Mike Hadley	Wells Fargo Bank
Sandy Hatch	Lifetime Products
Harold Hess	State of Utah, Department of Workforce Services
Steven Hoellein	Felt Auto Parts
Commissioner Carol Page	Davis County Commission
John Petroff	J.P.'s #1 American Car Care
Cecil Robinson	State of Utah, Division of Youth Corrections
Mary Lou Seamons	Davis County School District
Bart Smith	Morgan County Council
Tommy Smith	State of Utah, Division of Rehabilitation
Scott Sneddon	Clearfield Job Corp
Julie Snowball	Weber State University
Karen Thurber	Neighborhood Development Division
Toni Ure	Nutraceuticals Company
Jan Zogmaister	National Battery Sales

Excused:

Jacky Bell	Chromalox
Commissioner Kenneth Bischoff	Weber County Commissioner
Larry Facer	Plumbers Local 348
Frank Maughan	DRMW Development, Inc.
Bradly Oldroyd	Pinnacle Management/TeamONE
Steve Waldrip	Boyer Company
Cara Winther	Jetway

Guest:

Pam Gardiol

Department of Workforce Services Staff:

Julie Barnes	Clearfield Employment Center Business Consultant
Sarah Brenna	Legislative Officer
Doyle Christensen	Administrative Service Manager
Jean Fisher	Clearfield Area Manager
Debbie Herr	Regional Program Manager
Susan Hill	Council Support Specialist
Mark Jenkins	Ogden Employment Center Business Consultant
Laurel Kerr	Roy Employment Center Business Consultant
Kathy Leiker	South Davis Employment Center Manager
Debra Nordfelt	South Davis Employment Center Business Consultant
Greg Paras	Roy Employment Center Manager
Carrie Peterson	Executive Secretary
Melisa Stark	Program Specialist

The meeting was called to order at 8:00 a.m.

1. **Call to Order/Establish Quorum**

Kathleen Alder, Regional Council Chair, welcomed all council members, Department of Workforce Services (DWS) staff, and guests to the meeting. She announced that she was pleased to introduce two new Wasatch North Regional Council members to the group.

Bart Smith - Morgan County Commissioner.

John Petroff - J.P.'s #1 America Car Care.

2. **Clearfield Job Corps Center Presentation**

Scott Sneddon welcomed the group to the Clearfield Job Corps Center. He provided an informational overview of the employment training programs operated by the Federal Government at the Clearfield and Weber Basin Job Corps Centers.

Job Corps provides students with vocational skills training. Students also receive "hands on" work experience, educational training, personal career counseling, and health care services. Job Corps provides young men and women with an opportunity to learn, to grow, and to become responsible and respected members of society. Students must be at least 16 but not older than 24. Job Corps offers career services for students and has formed employer partnerships for student placement.

Scott extended an offer to provide the Council members and their business groups with a tour of the Clearfield Job Corps Center. He asked that those who are interested call him to schedule the tours. Job Corps pamphlets were made available to the council members.

3. **Consent Calendar**

Kathleen called for the motion to vote to approve the Regional Council minutes from the October 2, 2002 Regional Council meeting.

Action: Steven Hoellein made the motion to approve the minutes from the previous meeting. Carol Page seconded, and the Council unanimously approved the meeting minutes.

4. **Task Force Reports**

A. Coordination/Training Task Force

Larry Brice provided a report on the issues being addressed by the Training Task Force. The minutes from the November 19 meeting were included in the Council meeting packets. The Department of Workforce Services (DWS) Training and Supportive Services Obligations, and Expenditures Report for the State Fiscal Year 2003 were also included in the meeting packets. The Task Force members have developed a white paper to highlight the "bottlenecks" that they have identified during the past six-months. Larry will present the white paper to Harold Hess, DWS North Region Director, for his review.

**Action:* Paul Evans made the motion to approve the Coordination/Training Task Force report. Julie Snowball seconded, and the Council unanimously agreed to accept the report.

B. Inventory Partnerships Task Force

Pamela Clark provided updated information concerning partnership issues. The focus of the Task Force is to identify existing and potential community partnerships, and establish benchmarks to identify progress for Davis, Weber, and Morgan counties. The Task Force will identify current and potential partnerships, and share information with those partners to avoid "client" duplication of services, and measure outcomes to ensure customers are being connected to appropriate resources.

The Task Force members compared the DWS Community Resource List, the Family Support Center Resource Directory, the United Way Resource List, and the Ogden City Employment Matrix of Services. The Task Force members will merge these four documents to ensure the final product will be as comprehensive as possible. The new DWS Community Resource List is to be completed by the February 2003 meeting. The completed merged

resource list will be provided to DWS employees, community partners, and other interested individuals. A representative from the United Way will be invited to attend the next Task Force meeting. The Task Force members have established a goal to identify “gaps” in the services that are provided. Delivery of services is being considered for the following:

- Youth (15 – 18 years old).
- Low-income adults.
- Customers who lack English speaking skills.
- Customers who are not eligible to receive services from exiting agencies.

Koral Vasquez, Ogden EC Manager, attended the Task Force meeting to provide a UWORKS report update. DWS is currently using the Form 360 to track which services and agencies customers are referred to. She has requested that an “ad hoc” report be developed through the new UWORKS system to provide tracking information about the referrals that have been made. The Task Force would like to develop a method to obtain the referral information so a report can be made to the full Council.

**Action:* Karen Thurber made a motion to approve the Inventory Partnerships Task Force report. Steven Hoellein seconded, and the Council unanimously agreed to accept the report.

5. **Facilities/Operations Task Force**

Joree Felker provided an update on the progress being made by the Facilities/Operations Task Force in trying to obtain a facility that will meet the established criteria for a new Temporary Placement Office (TPO). A new Request for Proposal (RFP) will be written to advertise for a new TPO site. The site boundaries listed in the new RFP will remain the same, 2nd North, Grant Avenue, 40th South, and 1900 West. The RFP will be changed from a 2-year to a 5-year leave with two 5-year renewal options. The Facilities Task Force members will be involved in the site determination process.

Harold explained that only the DWS Central and Northern Regions have TPOs. He noted that he would be attending a meeting with DWS management and staff to discuss the issues surrounding the TPOs.

**Action:* Carol Page made a motion to approve the Facilities/Operations Task Force report. Sandy Hatch seconded, and the Council unanimously agreed to accept the report.

6. **Youth and State Council Reports**

Jan Zogmaister provided updated information concerning the Regional Youth Council and State Youth Council issues. She explained the minutes from the November 7, 2002 Wasatch North Youth Council meeting were included in the Regional Council meeting packets. The last meeting was conducted at the Youth Corrections Archway Program. Jan is working on the second draft of the Youth Council Member manual. The Youth Council will be reviewing the State Youth Council Workforce Investment Act (WIA) performance measures. There continues to be a need to focus on the category of diploma attainment and the category of younger youth retention rate. The Youth Council reviewed the Futures Through Training (FTT) WIA Youth Monthly Summary report. FTT would like to increase their services to the number of Davis County youth who fit into the category of “out of school youth.”

Jan reported that 87% of the WIA youth funds have been obligated. The State has approved an extension for the vendors in the North Region, BRAG for the Bear River area and FTT for the Wasatch North Area. Statewide, both the Expense and Obligated Federal Requirements have been met. There has been some discussion about reissuing the RFP for WIA Youth Services. The Youth Council will review the requirements for obtaining the Request for Proposal (RFP) for WIA youth services.

Harold explained that anyone on the Council would have an opportunity to provide input on the RFP for WIA Youth Services. Karen Thurber asked, “If FTT is not the provider who is selected to provide services designated in the RFP, could the Council approve that FTT continue to provide services through the summer months in order to serve the youth who are enrolled in the program?”

Action Item: Larry Brice and Jan Zogmaister will meet to determine if it will be beneficial to conduct a joint meeting for the Training Task Force and the Youth Council.

**Action:* Larry Brice made a motion to approve the Youth Council report. Sandy Hatch seconded, and the

Council unanimously agreed to accept the report.

7. **Legislative Update**

Sarah Brenna, DWS Legislative Officer, distributed reference material and provided the council members with an overview of the Department proposals for the 2003 legislative session. DWS is pursuing approval for the following Workforce Services Amendments:

35A-1-205 – Workforce Services Appeals Board.

35A-4-203 – Definition of employer.

35A-4-201 – General definitions.

In addition, DWS will be pursuing approval of the following Child Care Amendments:

35A-3-102 – Definitions.

35A-3-201 – Definitions.

35A-3-203 – Functions and duties of office – Annual Report.

35A-3-205 – Creation of committee.

35A-3-206 – Expendable trust fund – Use of monies – Committee and director duties – Restrictions.

For a more detailed explanation, please refer to the handout.

Sarah asked the council members call her if they have any questions regarding a certain bill at (801) 526-9205.

She noted that the advocates are working with individual legislators to ask for “Stop the Clock” initiatives for the financial assistance time limits.

Sarah explained that Harold Hess and his staff would meet with the legislators in the North Region. She also explained that each region (North Region, Central Region, Western Region, Eastern Region, and Mountainland Region) is responsible for distributing the information to their local legislatures.

Kathleen asked if there have been any discussions regarding the FACT program. Sarah reported that the program will be un-funded but encouraged to continue.

Kathleen thanked Sarah for attending the meeting and providing the Legislative Update.

8. **2003 Strategic Planning Session**

The Regional Council members will be provided with an opportunity to plan goals that are consistent with the Governor's 1000-Day Plan. The 2003 Planning Session has been scheduled for February 19, 2003 from 9:00 a.m. to 1:00 p.m. Lunch will be served. The meeting site has not yet been determined. In anticipation of the strategic planning session, Council members were asked to review last year's goals and Utah's 1000-Day Workforce Development Plan (this information was included in the meeting packets) to prepare their goals for the February 2003 meeting. Pam Gardiol will be facilitating the planning session. Kathleen encouraged all council members to attend the Planning Session.

9. **Regional Director's Report**

Harold Hess, DWS North Region Director, was provided with an opportunity to comment on Departmental issues. Harold noted that he truly appreciated the opportunity to meet with the Wasatch North Regional Council, as it is always a pleasure to meet with everyone. He stated the Council is functioning well and making a positive impact on the services provided in the community. He also thanked Sarah for her presentation.

Harold will invite Raylene Ireland, DWS Executive Director, to attend a future meeting. She has not been able to attend as she has been fighting cancer and had a surgery.

Harold reported the hard launch of the jobs.utah.gov system (the self-directed job search and employer services program) has been very successful. DWS employment counselor's caseloads have increased tremendously. The Department has been allocated an additional 3% in staff for the North Region. Two full-time trainers have been hired for the North Region.

Harold was pleased to announce that Utah has had the greatest improvement in Food Stamp accuracy in the nation over the past year. Utah will not receive any federal sanctions this year and may be on the verge of receiving enhanced funding.

There has been a tremendous focus on training funds to ensure the funds are spent adequately and accurately. Case audits have revealed that the Department can improve the training program. Customer assessments will be conducted and evaluations will be made. Hard copy documentation will be included in the customer's case file to provide justification of the training dollars that have been spent. There will be a focus on improving the Child Care Programs.

Harold explained that one of Raylene Irelands goals is to put a tremendous focus on the case auditing process. Darin Brush has been appointed as the new Workforce Development Deputy Director.

Harold thanked the Council for their continued hard work and support. He also thanked the Council members for taking their time to participate at the regional council meetings and functions.

9. **Other Business**

The Regional Council members were provided with an opportunity to address additional topics. However, no additional topics were discussed.

10. **Public Comment**

No public comments were made as there were no general public representatives or non-members of the Regional Council attended the meeting.

11. **Adjourn**

The meeting was adjourned at 9:30 a.m.

Wasatch North Regional Council 2003 Planning Session: February 19, 2003

Task Force/Committee Meetings: April 2, 2003

Next full Council Meeting:

Date: March 5, 2003

Time: 7:30 a.m.

Location: Ogden Employment Center